

# Covenant United Presbyterian Church



## Emergency Action Plan

**Current Effective Date: March 17<sup>th</sup>, 2025**  
**Original Effective Date: March 17<sup>th</sup>, 2025**  
**Next Review Date: November 31<sup>st</sup>, 2026**  
**Review Cycle: Annually**

## Change Page History

- Version 0. 24 Oct 24
  - Used DHS EAP and model church format for Houses of Worship and sent out format to key Church Personal
- Version 1. 13 Jan 25
  - Chapter Role of Emergency Response Team. Added specific personal names to the list and have identification (color codes, jackets, and other visible devices for each role)
  - Chapter Role of Emergency Response Team. Added in Medical Response Team the following: Church leadership, will determine the level of First Aid/CPR/Pediatric First Aid training required for this position
  - Chapter Emergency Action Procedures – Active Shooter Emergency Plans. In the sub area of Warning Signs (Page10), changed warning signs to read that the potential warning signs are just assumptions of behavior but does not necessarily indicate that there will be violence in the House of Worship, but they serve as a guide.
  - Chapter 7. Hazard Analysis, add the plan for conducting/updating a hazard analysis. Added semiannual or as directed by Church Leadership.
- Version 2. 28 Feb 25
  - Clarified that the list of Emergency Response Team members will be maintained by the office
  - Adjusted Warning Signs section to refer to official Department of Homeland Security documents
- Version 3 17 Mar 25
  - Added First Aid Kit locations to map
  - Medical responders section removed

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# **EMERGENCY TELEPHONE NUMBERS**

**For All Emergencies Dial 9-1-1**—*If your community is not served by 9-1-1, call your local emergency contact number.*

## **OTHER IMPORTANT NUMBERS**

**Lead Pastor: Alex Becker, 484-713-4362**

**Associate Pastor: Maggie Niles, 610-212-6917**

**Clerk of Session: Jim Carr, 610-659-9471**

**Building Coordinator: Phil Pennington, 610-733-8559**

**Administrator: Lynn Kraihanzel, 610-331-2413**

# EMERGENCY RESPONSE TEAM

## Building Coordinator

The Building Coordinator is a staff member or volunteer trained to know the floor plans of each building and the emergency evacuation procedures for any emergency—medical, fire, tornado, etc., who works with a team of Building Safety Leads who help ensure that the building is prepared for an emergency.

The list of Building Safety Leads at Covenant will be maintained by the church office and may include:

- Pastors and Pastoral Staff
- Clerk of Session
- Members of the Facilities Committee by appointment
- Others as needed, including people with disabilities

The Building Coordinator is responsible for:

- Receiving Incident Reports after the fact.
- Recruiting and training team members.
- Scheduling trainings for emergency procedures with small group leaders, the congregation, and other groups.
- Communicating ongoing plans through the placement of evacuation maps, in-room emergency procedure signs, and shelter-in-place signs in appropriate places throughout the building.
  - This includes communicating with parents to not pick children up during an evacuation or shelter-in-place situation.
- Maintaining and communicating the locations of rally points and shelter-in-place locations to both people in the building and local authorities.

Building Safety Leads are responsible for:

- Supporting the work of the Building Coordinator.
- Assisting the Building Coordinator with communication.
- Ensuring the maintenance of evacuation maps, signage, rally points, shelter-in-place locations, fire alarm pulls, AED machines, and other safety equipment.

## Incident Coordinator

An incident coordinator is a person who is trained to provide leadership when an emergency occurs. An incident coordinator assumes responsibility for implementing the building emergency plan at the time of the incident, providing leadership until personnel with more experience arrive on scene. Incident Coordinators are trained on all emergency procedures.

The list of Incident Coordinators at Covenant will be maintained by the church office and may include:

- Staff Members
- Lead Ushers
- Others as needed

Incident Coordinators are responsible for:

- Working with other Emergency Response team members to evaluate an emergency.
- Ensuring proper emergency communication, including calling appropriate authorities.
- Delegating needed emergency actions.

Incident Coordinators may also be called upon by the emergency agency/agencies involved to aid in crowd control and building evacuation. The incident coordinator in charge (also known as the Incident Commander) should immediately identify her/himself as such to maintenance personnel and emergency agency personnel responding to an incident. The Incident Commander should be clearly identified with appropriate visible identification of that position so responders will know who they are talking with.

## **Safety Response Team Members**

The safety response team members are staff members or volunteers who understand and are prepared to facilitate a safe and effective response to any emergency situation. Safety Response Team Members at Covenant include all people who have received Safety Response Team training. The list of Safety Response Team members will be maintained by the church office.

Safety Response Team Members are responsible for:

- Knowing how to correctly respond to and summon help for a medical emergency.
- Knowing how to correctly respond to and report a fire or smoke emergency using the 911 emergency numbers.
- Knowing the location of approved tornado shelter areas, shelter-in-place areas, and rally points in and around the building.
- Assisting with building evacuations including knowing alternate exit routes, when to evacuate, and closing all doors as they evacuate an area.
- Assisting with Lock down/shelter in place procedures and knowing when to implement them.
- Knowing the locations of fire extinguishers, manual pull fire alarms, panic buttons, AED devices, first aid kits, and other emergency supplies. See the Security Procedures document for information on locations of panic buttons.

# BUILDING EMERGENCY PROCEDURES

## Medical Emergency

Call 911 or other appropriate emergency response activation number (e.g., 988 in case of threat of suicide or mental distress). Be prepared to give the following information:

- Name
- Location
- Number of people involved
- Nature of injury or illness
- Remember to stay on the line until help arrives, if at all possible

Note: Treat minor injuries from supplies in the first aid kits. See **Appendix 7** for locations!

While waiting for professional help do not move the ill or injured person, unless safety considerations necessitate movement or transportation to a safer location. When professional help arrives:

- Allow responding units to take control of the situation
- Emergency response team members will stand by to assist as needed

\*Regular CPR/First Aid training is recommended for all leaders, and Pediatric First Aid training is recommended especially for those who regularly interact with children.

## Fire and Smoke Emergencies

If you detect smoke and/or fire:

- Activate the manual fire alarm
- Initiate evacuation procedures for any occupants of the affected building(s)
- Call 911 (move to a safe area before making this call).
- Give your name, telephone number, and location.
- Describe the situation.
- If you know how to use a fire extinguisher and feel the best course of action is to attempt to extinguish the fire, locate an extinguisher and, without risking injury attempt to extinguish the fire.
- If the fire is beyond the point of a safe attempt to extinguish it, isolate the fire by closing doors in the area before evacuating.

## If the Fire Warning Alarm Sounds

- Do not use the elevator.
- Immediately initiate evacuation procedures.

Note: Evacuation route and holding areas should be checked/secured prior to the evacuation, if at all possible, noting a fire alarm could be a ruse to get people to evacuate to an area where they are more accessible or vulnerable to someone wanting to harm them. Evacuation should be toward ground level. If you encounter smoke or heat in a stairwell, proceed across that floor to another stairwell and continue evacuation to ground level.

- Assist disabled persons in your area.

- If you encounter smoke, take short breaths through your nose and crawl along the floor to the nearest exit.
- Feel all doors with your hand before opening. If the door is hot, do not open it. If the door is cool, open it slowly, keeping behind the door in case you have to quickly close it to protect yourself from oncoming smoke or fire.
- Proceed to the ground level and outdoors.
- Move **upwind** of the building at least 75 feet away from the building and beyond Designated fire lanes. Go to your designated assembly area (if possible).
- Do not go to your automobile or attempt to move it from the parking lot. This could hinder access by emergency vehicles.
- Do not congregate near building exits, driveways, or roadways.
- Do not reenter the building until an “all clear” is issued by the Incident Commander. (Note: The “all clear” should be initially issued by the Fire Department.)

## **Building Evacuation Emergency**

All Safety Response Team members should know the emergency evacuation routes and procedures for each building, and the designated assembly areas outside the buildings.

The designated assembly area is the church cemetery nearest the church.

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located at the parking lot by the Troop 76 Scout Hut.

The designated assembly area for the CCLC/Food Pantry is the volleyball court.

Should the designated assembly area be deemed unsafe, an alternate assembly area will be located at the parking lot by the Troop 76 Scout Hut.

## **If a Building Evacuation is Initiated, important “dos” and “don’ts” are:**

- Remain calm.
- Follow the instructions of the Incident Commander, Incident Coordinators, or Safety Response Team Members, if applicable.
- If you occupy an enclosed room, close the door as you leave.
- Use stairwells (do not use elevator) for evacuation. Be alert for other people who might also be using the stairwells.
- Do not return for coats, purses, briefcases, etc., after you have left the area.
- Do not smoke.
- Do not return to your area until the “all clear” signal is given.

## **Tornado & Severe Weather Emergency**

The National Weather Service has developed a method of identifying storm conditions that foster the development of tornadoes. The classification and definitions of storm conditions are:

- Tornado watch
- Tornado warning
- Other severe weather watch or warning

A “**tornado watch**” status indicates that weather conditions are favorable for the development of tornadoes. The “watch areas” are usually large geographic areas, covering many counties or even states that could be affected by severe weather conditions including tornadoes.

A “**tornado warning**” is an alert issued by the National Weather Service after a tornado has been detected by radar or sighted by weather watchers or by the public. The National Weather Service provides the approximate time of detection, the location of the storm and the direction of movement. A tornado can move from 25 to 40 miles per hour so prompt emergency action must be taken.

During a tornado warning, a battery-powered radio should be used and tuned to the National Weather Service and local weather watchers radio frequency. Should a tornado develop which threatens our area, emergency response team members should initiate actions to notify and protect all staff, members, and visitors in the facility.

## **If a Tornado Warning is Announced**

When you hear the announcement for a tornado warning:

- Shelter in place by moving to a designated tornado shelter area immediately.
- Move quickly, but do not run.
- Do not use elevators.
- Assist people with disabilities in your area.
- Shelter in place until you hear an announcement from an Incident Coordinator

## **Intruder/Active Shooter Emergency Action Plan**

### **Dealing with Intruders**

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

- Activate a panic button if available.
- Lock yourself in the room you are in at the time of the threatening activity.
- If communication is available, call **911** or other appropriate emergency numbers.
- If possible, communicate via text message to other groups in the building.
- Don't stay in open areas.
- Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
- Lock the window and close blinds or curtains.
- Stay away from windows.
- Turn all lights and audio equipment off.
- Try to stay calm and be as quiet as possible.
- If you are caught in an open area, such as a hallway or main congregation area, you must decide what action to take.
  1. You can try to hide, but make sure it is a well-hidden space or you may be found as the intruder moves through the building looking for victims.
  2. If you think you can safely make it out of the building by running, then do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in

the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.

3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
4. The last option you have, if caught in an open area, may be to fight back. This is dangerous, but depending on your situation, this could be an option.
5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.

**This Emergency Action Plan cannot cover every situation.** Nevertheless, it is a training tool that can reduce the number of injuries or death if put into action as soon as a situation develops. Time is a critical factor in the management of emergencies.

# APPENDIX 1: THREATS

In the event you receive a threat call (i.e. bomb threat, armed assault, custody issues), remain calm; if possible, have a pre-arranged signal to alert other personnel to listen to the caller also. If possible, advise the caller that the detonation of a bomb could maim or injure innocent people.

## Threat Checklist

Complete this list if you receive a threat.

Exact time of call: \_\_\_\_\_ Date: \_\_\_\_\_

Exact words of caller:

---

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Caller's voice: (circle)

Male      Female      Adult      Youth

Estimate Age: \_\_\_\_\_

Black      White      Hispanic      Asian      Other: \_\_\_\_\_

Calm      Disguised      Nasal      Rapid      Accent

Nervous      Angry      Sincere      Slurred      Loud

Excited      Giggling      Stressed      Crying

If voice is familiar, whose did it sound like? \_\_\_\_\_

Background Noise: (circle)

Music      Children      Typing      Airplanes      Machinery      Cars/Trucks

Other:

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**Do not hang up!** Obtain as much information as possible:

- When is the bomb going to explode? \_\_\_\_\_
- Where is the bomb? \_\_\_\_\_
- What does it look like? \_\_\_\_\_
- What kind of bomb is it? \_\_\_\_\_
- Method of activation: mechanical, clock, movement/chemical action?  
\_\_\_\_\_
- Method of deactivation? \_\_\_\_\_

- Did you place the bomb? \_\_\_\_\_
- Why? \_\_\_\_\_
- Where are you calling from? \_\_\_\_\_
- What is your address? \_\_\_\_\_
- What is your name? \_\_\_\_\_

Call received by: \_\_\_\_\_ Department: \_\_\_\_\_ Ext: \_\_\_\_

Note: In the event you receive a bomb threat:

- Call 911 immediately. Provide the following information:
  - Identify yourself
  - State: "I have received a bomb threat."
  - Give your office location and extension.

**REMAIN CALM!**

# APPENDIX 2: EMERGENCY EVACUATION MAPS

*(Copy of this appendix in each room in the building – with directions to “evacuation location/shelter in place locations”)*

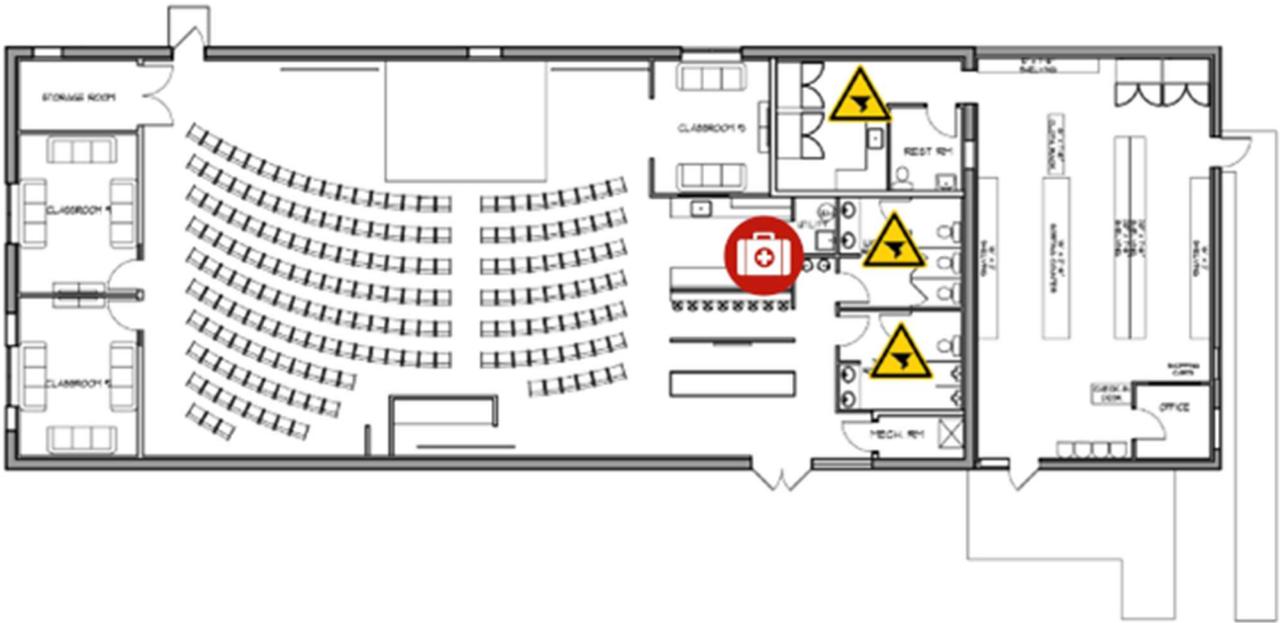
## Rally Points

*Primary rally points are in yellow, the secondary rally point is in red*

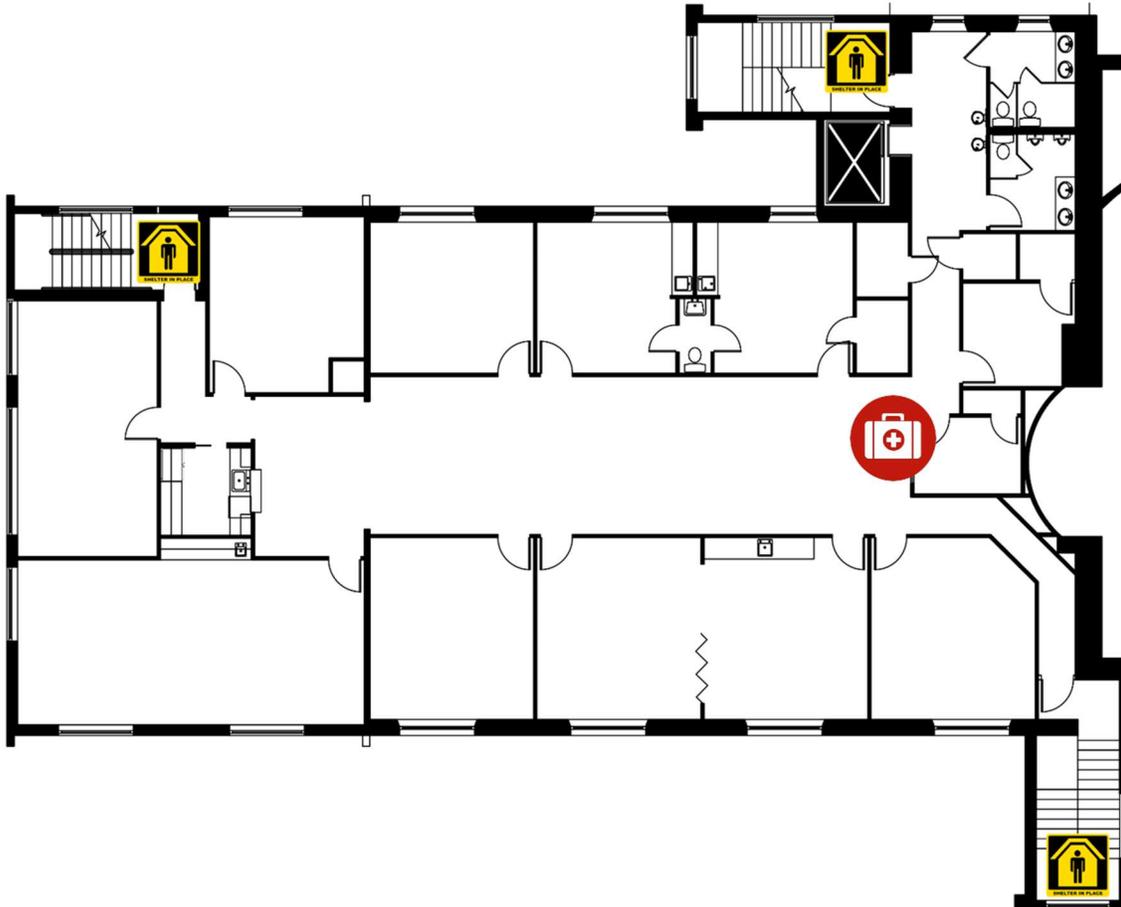


# Shelter in Place/Tornado Shelter/First Aid Kit Locations

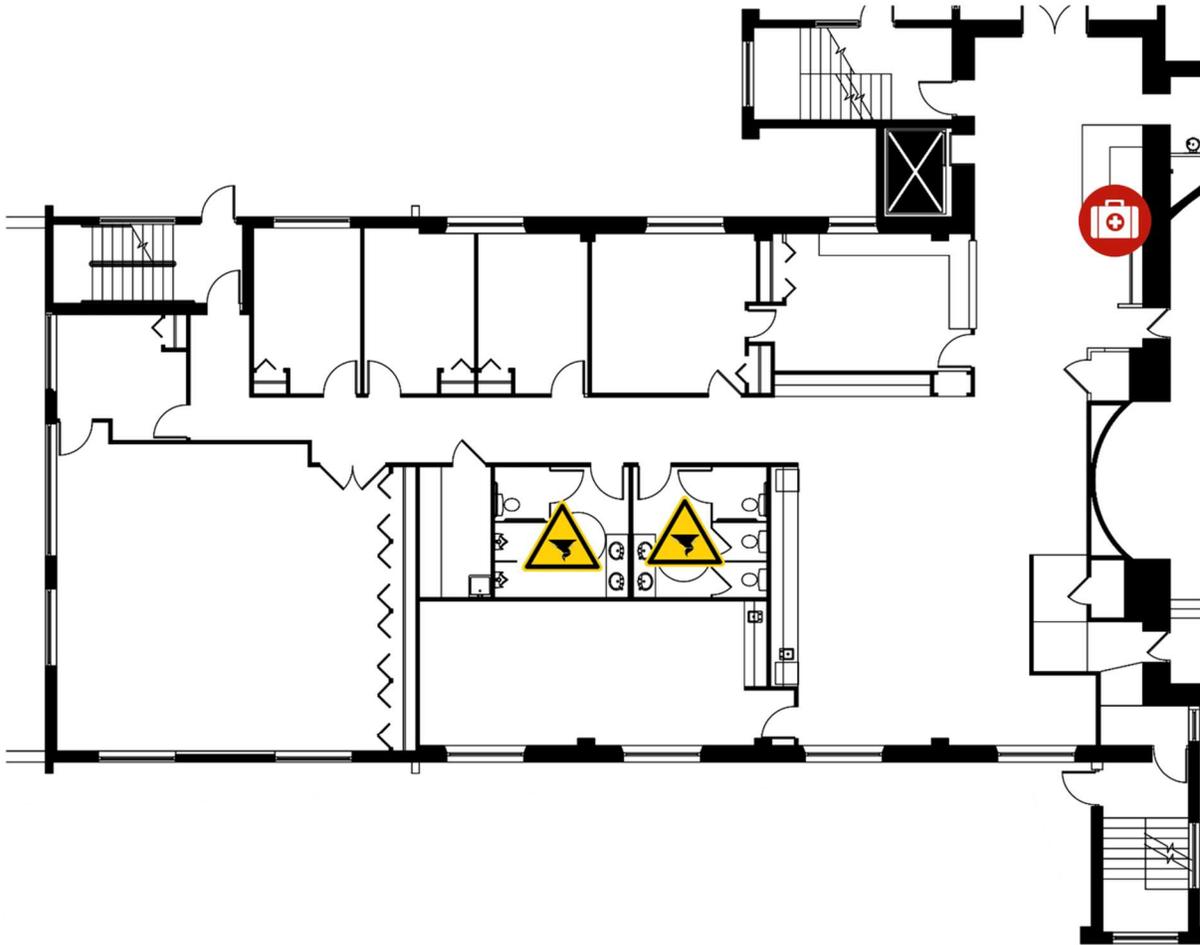
## CCLC



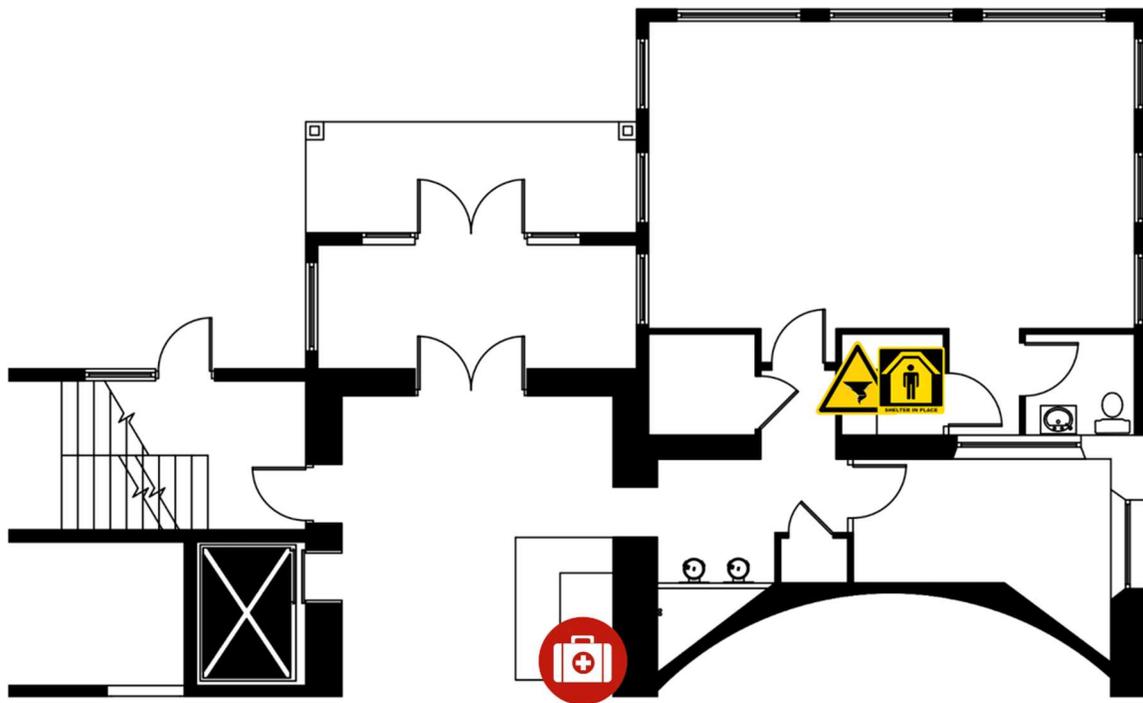
## Main Church Upper Level



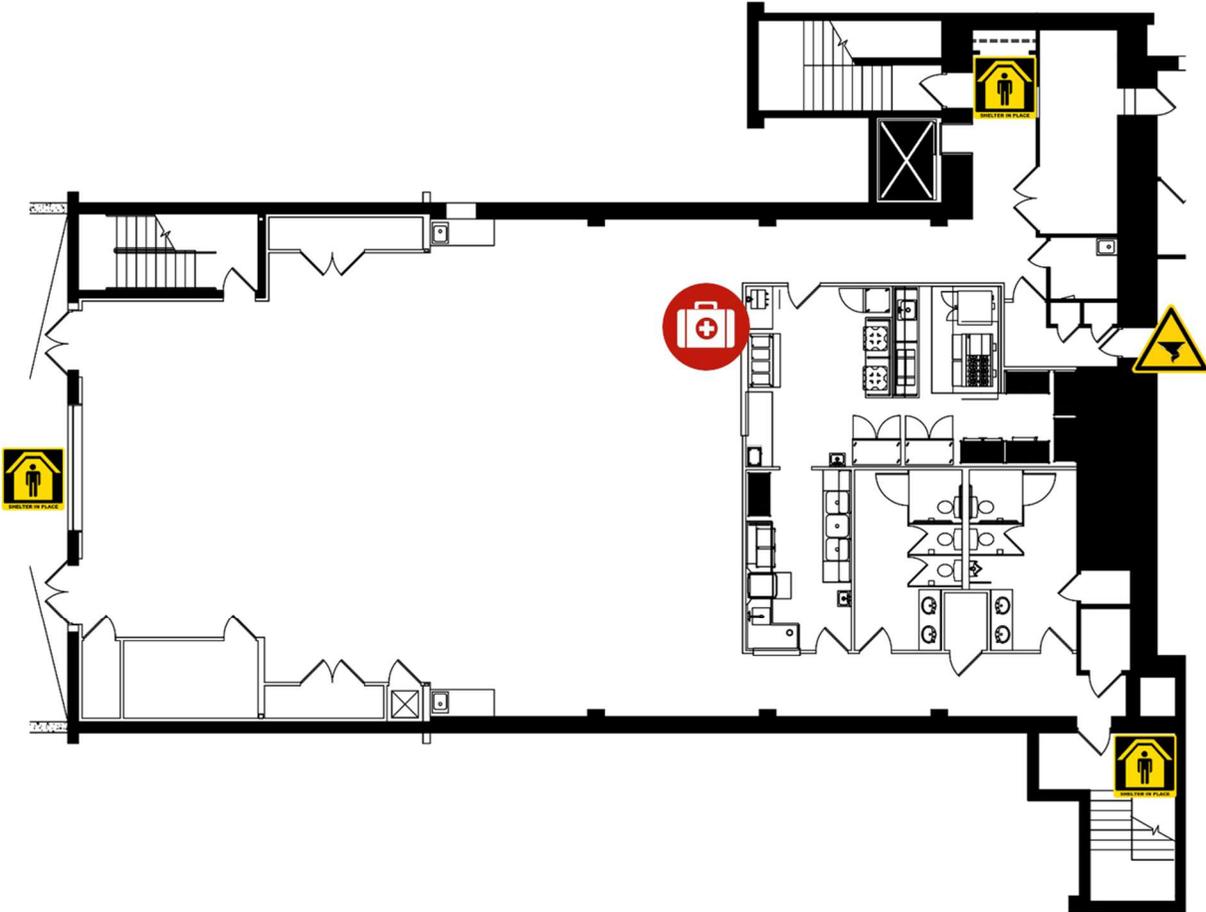
# Shelter in Place/Tornado Shelter/First Aid Kit Locations Main Church Main Level



# Main Church Nursery



# Shelter in Place/Tornado Shelter/First Aid Kit Locations Main Church Lower Level



## **APPENDIX 4: INCIDENT REPORT FORM**

*See next page*

## Covenant Presbyterian Church Incident Report Form

Use this form to report any accidents, injuries, medical situations, or behavior incidents. Incidents involving a crime or traffic incident should be reported directly to the local police station. If possible, the report should be completed within 24 hours of the event. Submit this form to a pastor or member of the church office staff immediately.

INFORMATION ABOUT THE PERSON INVOLVED IN THE INCIDENT	
Full Name	
Home Address	
This person is a: <input type="checkbox"/> Minor <input type="checkbox"/> Adult <input type="checkbox"/> Staff Member	
If a minor, list guardian(s):	Phone number of person or guardian(s):

INFORMATION ABOUT THE INCIDENT		
Date of incident:	Time:	Police notified? <input type="checkbox"/> Yes <input type="checkbox"/> No
Location of incident:		
Description of the incident including what happened, how it happened, factors leading to the event, and all other relevant information. Be as specific as possible and use the back of this sheet if more space is needed.		
Were there any witnesses to the incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please write their names on the back of this sheet. Be as specific as possible.		
Was the individual injured? If so, describe the injury (laceration, sprain, cut, etc.), part of the body injured, and any other information known about the resulting injuries.		
Was medical treatment provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Refused If yes, where was the treatment provided? <input type="checkbox"/> On site <input type="checkbox"/> Urgent Care <input type="checkbox"/> Emergency Room <input type="checkbox"/> Other		

REPORTER INFORMATION	
Individual submitting this report (Print name):	Signature:
Date report was completed:	Date Received:

## **APPENDIX 6: BUILDING EMERGENCY SYSTEMS**

*For more information on emergency and security systems, see the Security Procedures document.*

## **APPENDIX 7: CHURCH SAFETY EQUIPMENT**

*For more information on emergency and security systems, see the Church Safety Equipment spreadsheet.*

## **APPENDIX 8: CONDUCTING A HAZARD ANALYSIS**

### **Purpose**

The purpose of a hazard analysis is to determine the hazards a site is most susceptible and vulnerable to experiencing. By determining those hazards prior to development, the site emergency plan will be realistic. This plan should be reviewed on an annual basis or more frequently as directed by Church Leadership.

### **Starting Point**

A good place to look for information regarding potential hazards is the local emergency management office. This office can describe the disaster history of the community, the location of flood plains, frequency of tornadoes, and so on. The local library may also provide some insight on local disasters.

### **Considerations**

Look at disasters or emergencies that have occurred in the community, for example: tornadoes, windstorms, severe winter weather, heavy rains, forest fires, flooding, utility problems, transportation accidents, etc. Consider the geographic location of the site to flood plains, nuclear power plants, heavy forest, major transportation routes, and Neighboring sites which might be hazardous. Look into past emergency events onsite. Consider technological problems that could occur due to problems on the site, such as heating and cooling systems, incinerator problems, power failure, etc. Consider the construction of buildings on the site. Do the buildings pose any hazards, such as building collapse?

### **Hazard Analysis Worksheet**

Using the worksheet on the next page, examine the listed hazards. List any other possible hazards that the site may face under the first column labeled “Hazards”. Cross off any hazards that are not possible, for example, the “onsite hazardous material” incident.

Using a scale of 1 to 3, estimate the possibility of each listed hazard.

- 1. unlikely or low possibility**
- 2. maybe or average possibility**
- 3. likely or high possibility**

In the next three columns labeled, “Employee Impact,” “Property Impact,” and “Economic Impact” use a 1 to 3 scale. Using the 1 to 3 scale estimate the possible impact of each hazard on the employees, property and business. Use a worst-case scenario to estimate the probable impact.

**1. low impact** (few hours lost productivity, nick and scratch injuries, slight property damage.)

**2. moderate impact** (loss of wage, loss of short-term productivity, serious bodily injury, moderate property damage.)

**3. high impact** (loss of employment, loss of life, destruction of property and business.)

After factoring each impact area, total the row for each hazard. Using the totals, prioritize the hazards to determine which hazards to plan for first. Depending on the needs and resources of the organization, complete the low priorities as possible, or not at all.

Hazards	Possibility	Employ impact	Property Impact	Economic Impact	Total Possible Impact
Fire					
Tornado					
Severe Weather					
Flood					
*Onsite Haz/Mat					
*Offsite Haz/Mat					
Bomb Threat					
Civil Unrest					
Utility					

\*Haz/Mat means Hazardous Materials

# ATTACHMENTS

## Plan Review Attachment:

This plan was reviewed and approved by:

\_\_\_\_\_

**Copies of this plan (including floor plans, evacuation routes, sample site map) were provided to:**

Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Sheriff: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Management Director: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Medical Services: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachments:

(Scan or digitally capture floor plans, maps, staging areas, alternate approach routes, etc. and attach to the plan. List attachments in the table of contents.)